



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ASSOCIATE ENERGY SPECIALIST (TED)
(Will consider an Energy Analyst)

TENURE: PERMANENT

TIME BASE: FULL TIME

SALARY: ASSOCIATE ENERGY SPECIALIST (TED) \$5,247 - \$6,521

ENERGY ANALYST	RANGE A:	\$3,359 - \$4,113
	RANGE B:	\$3,637 - \$4,493
	RANGE C:	\$4,362 - \$5,403

LOCATION: ENERGY EFFICIENCY RESEARCH OFFICE
ENERGY RESEARCH AND DEVELOPMENT DIVISION
SACRAMENTO, CA

FINAL FILING DATE: March 26, 2019

DUTIES/RESPONSIBILITIES: Under the direction of the team lead and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as a member of an interdisciplinary team to plan, develop, implement and administer the state's Food Production Investment Program (FPIP). The Greenhouse Gas Reduction Fund (GGRF) per Assembly Bill 109 (Budget Act of 2017) and Senate Bill 856 (Budget Act of 2018) funds this program. The incumbent independently performs responsible, varied and complex technical and analytical tasks in support of the FPIP.

WORKING CONDITIONS: The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet.

DUTIES AND RESPONSIBILITIES:

- Project Management:** The incumbent will perform a variety of complex tasks in the management of food processing project by collaborating in the development of program guidelines and other documents required to obtain the GGRF funds; program applications and solicitation materials; quantification methodologies and site verification for determining energy savings, greenhouse gas reductions and other benefits associated with funded technologies; public outreach and work shop materials, including maintaining websites; prepare/review program applications work statements, budgets, schedules, and other materials necessary to finalize the funding agreement; identify measurable technical and economic objectives to be used to determine project success; maintain business relationships with the contractor, Energy Commission staff and others associated with the agreement; initiate and approve agreement amendments; review contractor's progress reports and prepare evaluations of the project; review and approve invoices and track expenditures; conduct independent and in-depth technical reviews of the work conducted by the contractor; conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; provide presentations to office, division, and Commission management on the status of the project or on requesting funding for projects at a Commission business meeting; and prepare monthly, annual reporting to the California Air Resources Board concerning the funded project

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- **Solicitation Management:** The incumbent will develop program and funding strategies and specific technologies to be implemented in the near, mid and long term; identify food processing industry barriers that the program hopes to overcome; oversee administration of solicitation activities including developing and writing solicitation documents; assist in conducting bidders' conferences and responding to questions; review and evaluate proposals, lead the score team in completing proposal evaluations and scoring; and prepare the notice of proposed awards, and g) conduct debriefings with unsuccessful bidders.
- **Complex Analysis:** Activities will include independent research to identify and evaluate future technologies for the food processing sector for near, mid and long term implementation to achieve the state's greenhouse gas reduction and energy saving goals; research to identify industry needs and research gaps; collecting and analyzing complex and technical project information from existing projects and determining future improvements needed to ensure uptake of technologies by the food processing sector; analyzing and calculating energy savings and cost savings, greenhouse gas reductions and other project benefits; and prepare technical reports, annual reports, budget plans, case studies, spreadsheets and databases.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the division and other divisions within the Energy Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #310-239 and Position #535-310-4056-934 in the "Explanation Section" of the STD 678. Resumes are welcome but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services Office
Attn: RPA #310-239
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov